

Questions and Answers: DOTD Form 24-102

DOTD Form 24-102, Section 12: As indicated in the advertisement, insert the completed table here.

Q1. If a consultant does not have a “past performance evaluation discipline” grade/narrative for the discipline that the consultant selects, how will PET evaluate that discipline and provide a score?

A1. On each selection, the assigned PET will use its judgment to assign past performance scores based on the relevant information available. Within a given proposal, some firms may have a small number of CPPR ratings but no narrative evaluations, others may have a large number of CPPR ratings but few or no narratives, others may have several narratives in the evaluated discipline (on projects of varying levels of similarity to the one being selected), and yet others may have no past performance information at all. The evaluating PET will exercise its judgment in determining how much weight to give the presence or absence of data points, be they positive or negative, and so what score to assign the proposal in this discipline. There is no prescriptive policy requiring a certain number to be assigned in the absence of past performance information; however, consistency in treatment of all submittals related to a given selection will be ensured by having the same PET assign past performance scores for all submittals provided in responses to a given advertisement.

Q2. “Contract Management” does not appear on the “CPPR Crosswalk from Past Performance Rating Categories to Past Performance Evaluation Disciplines”. Will consultants no longer be evaluated on this discipline? Should consultants include “Contract Management” as a past performance criterion? We believe this discipline is important for a project and should be included in the “Past Performance Evaluation Disciplines” table.

A2. Contract management is of great importance to DOTD. Accordingly, rather than having a separate weight (traditionally only 10%) for contract management, we have incorporated contract management into all performance evaluations for prime consultants. Information on consultants’ contract management will thus be available to the PET when assigning past performance scores for all disciplines, rather than being limited to a separate 10% weight. During the transition period when a database of narrative evaluations is being assembled, the appropriate contract management rating data (CM for most contracts, CF for construction-related activities) will be provided to the PET for its consideration.

DOTD Form 24-102, Section 13: For all firms that are part of this team, indicate the approximate number of personnel to be committed to this contract, by DOTD Job Classification, and the total number of personnel within the firm that could provide support, if needed.

Q3. How does the organizational chart (Section 15) correlate to this section?

For example, assume “John Smith” is the proposed Project Manager of the project. “John Smith’s” DOTD Job Classification is Supervisor Engineer. On the organizational chart he will be shown as the Project Manager; however, in Section 13 he will be shown as Supervisor Engineer. If DOTD expects there to be a correlation between the organizational chart and Section 13, should consultants list the DOTD Job Classification under each individual’s name on the organizational chart?

A3. DOTD has no such expectation. The organizational chart should reflect the roles that key staff will perform relative to the specific project. These may align with DOTD Job Classifications and Section 13, but are not required to do so.

Q4. We propose DOTD modify the instruction for Section 13 to state whether the DOTD Job Classifications need to match the position and/or job title shown on the organizational chart.

A4. Section 13 remains the same; however, Section 15 has been revised to address this.

Q5. Should the column for “Total number of personnel available in this DOTD Job Classification (if needed)” include personnel that are not shown on the organizational chart?

A5. Yes. This should reflect the total number of personnel in that job classification at each firm who might be used on DOTD projects, regardless of whether they are anticipated to be used as of the date of the submittal. It should align with the way total personnel counts were developed in the past for annual personnel lists, and with the total number of personnel in that classification whose labor rate data are submitted to the DOTD Audit Section.

Q6. Should we include both full- and part-time employees and part-time personnel in this section?

A6. Yes.

DOTD Form 24-102, Section 14: Firm Size

Q7. Should personnel counted in Section 13 be included in the number shown here?

A7. Yes. This should reflect the total number of personnel in all job classifications at each firm who might be used on DOTD projects, regardless of whether they are anticipated to be used as of the date of the submittal. It should align with the way total personnel counts were developed in the past for annual personnel lists, and with the total number of personnel in all job classifications whose labor rate data are submitted to the DOTD Audit Section.

Q8. Should every “Number of employed transportation personnel” included have a DOTD Job Classification or should the firm include personnel with and/or without the DOTD Job Classification? Is it only applicable to include employees on our DOTD Audit Rate and Classification form or are we required to list any firm employee?

A8. DOTD job classifications are required for Section 13 but not Section 14.

DOTD Form 24-102, Section 17: Resumes shall be provided for all prime and sub-consultant personnel listed in Section 15 and/or 16 of the proposal. Resumes of personnel not identified in Section 15 or Section 16 of this proposal should not be included and will not be evaluated. Resumes should be limited to 2 pages per person.

Q9. Does the column for “Contract role(s)/brief description of responsibilities” refer back to the contract role that is shown on the organizational chart, not the DOTD Job Classification?

A9. Yes, the “Contract role(s)/brief description of responsibilities” on the resumes refer to the role(s) the staff member in question will perform on the contract. This is distinct from the job classification into which the staff member may fall, and will typically be more specific.

Q10. We propose DOTD allow more pages only for the staff fulfilling MPRs, if needed. (i.e., 3 or 4 pages in lieu of 2 pages)

A10. At this time, DOTD does not believe an increase to the page limit is appropriate.

Q11. Does DOTD have a preference regarding how the resumes should be organized for ease of evaluation review? Ideas include but are not limited to:

- a. By firm
- b. Alphabetically by last name
- c. Job Classification
- d. Grouped as displayed on the Organizational Chart

A11. Resumes should be organized in the manner that best presents the proposed staff's qualifications to perform the work. Consultants are free to decide what organizational framework best conveys this message.

DOTD Form 24-102, Section 18: Identify the team's project experience most relevant to the scope in the advertisement. The projects should be limited to a total of 30, with no more than 10 projects being represented by a single firm on the team. If more than 30 projects are identified, all projects identified after the first 30 will not be evaluated. If more than 10 projects are identified for a single firm, all projects identified after the first 10 from the firm will not be evaluated. Include no more than one page per project. Projects identified shall only include work performed by firm on the team. The projects identified do not necessarily need to have been DOTD projects.

Q12. In Section 18, the table shows "Past Performance Evaluation Category(ies)"; should this actually state "Past Performance Evaluation Disciplines" to correlate to the "CPRR Crosswalk to New Evaluation Disciplines" form provided on DOTD's website?

A12. Section 18 has been changed to reflect Past Performance Evaluation Disciplines.

Q13. Should consultants list only the "Past Performance Evaluation Disciplines" that match those identified by the consultant in Section 12 or should consultants list any and all relevant disciplines that apply to a project?

A13. Consultants should list the Disciplines applicable to the firm's work on the project being described in this Section.

Q14. Is it more beneficial to include a project that has a "Past Performance Evaluation Discipline" grade/narrative in this section instead of one that does not?

A14. Consultants should include in Section 18 those projects in which they believe their work was most relevant to their qualifications for performing the current proposed contract. This may include projects for DOTD (with or without past performance data) and/or projects for other owners. Importantly, this is the opportunity for consultants to speak to, and receive firm experience scoring credit for, relevant experience on projects performed for any owner; past performance scores are by statute limited to past performance on DOTD projects.

Q15. As has been allowed in the past, can the Section 18 instruction at the top of the page be included on the first page only and removed from subsequent pages to allow for more space for project descriptions?

A15. Yes.

Q16. If we include a non-DOTD project, what do we put in the "Past Performance Evaluation Disciplines" box? Do we put the category/discipline or N/A?

A16. Include the Discipline(s) that align with the type of work performed by the firm on the project.

DOTD Form 24-102, Section 21: For all contracts where a firm on the team is a prime consultant or sub-consultant and where a) the consultant selection was made by DOTD, and b) a contract was executed by the consultant and the contracting entity by the date the advertisement for this proposal was posted, list all work meeting the following criteria:

- 1) One of the team's firms is responsible for the performance of the work;
- 2) Authorization to perform the work has been provided, as provided in the contract between the consultant and the contracting entity;
- 3) The work has not yet been performed and invoiced; and
- 4) The work is not currently suspended for an indefinite period of time.

For indefinite delivery/indefinite quantity (IDIQ) contracts, list open Task Orders individually.

List only the portion of the fees attributable to firms on the team.

Q17. Does each firm on the team fill out this section individually with their own total to be attached behind the Prime firm's Section 21? Or does DOTD wish for all team firm backlogs to be combined into one continuous table with one grand total? We recommend an individual table be completed by each firm instead of a combined table with all.

A17. Individual tables completed by each firm and placed sequentially in the 24-102 are allowable.

Q18. A note below the table states that the work type(s) can be drawn from the disciplines selected on the "DOTD Project Evaluation form". Where is the "DOTD Project Evaluation form" located showing the work type(s)?

A18. Section 21 has been revised to replace "Work Type" with "Past Performance Evaluation Disciplines". In addition, the reference to the CPPR Crosswalk has been deleted and the "Past Performance Evaluation Disciplines" have been identified.